

DUTIES DESCRIPTION RECORD

DEPARTMENT			
TITLE	ARCHITECTURAL ASSOCIATE I	DDR	95-79261
CLASS CODE	7926	CLASS TITLE	ARCHITECTURAL ASSOCIATE

SUMMARY DUTIES

An Architectural Associate I is an entry-level position to develop the ability to perform professional architectural work including designing, preparing, directing, and reviewing project scoping documents, architectural presentation drawings, schematic design documents, design development documents, final architectural contract documents, building and safety permit, bid process, award of contract, construction administration, handover record drawings, etc. of Department facilities. This includes the preparation of contract and construction documents required for the construction, renovation, readaptation, addition and maintenance of hydro- and steam-electric generating plants; water tanks and pumping stations; receiving, distributing, commercial, and industrial stations; office buildings; shops and other facilities; use of "green" architecture methodology; compliance with Federal, State, City and Department Codes and standards (e.g. Americans with Disability Act [ADA] Codes); assists the architect by developing design details and by resolving any design conflicts as they appear; secures scope of work and prepares appropriate budget and time schedule requirements; prepares requisition for materials and services, specification items, graphs and charts; coordinates the design documents of structural, electrical, plumbing/mechanical, civil, and landscaping engineers; arranges and chairs progress design and construction meetings; reviews work assigned to drafting technicians; and performs related duties.

Familiar with Department personal computer software; computer-aided design (CAD) systems; and CAD drawings.

ILLUSTRATIVE DUTIES

Designs, prepares, directs, and reviews the architectural preparation and revision of project scoping documents, schematic design documents, design development documents, final architectural contract documents (e.g. agreement, drawings, specifications, addenda, modifications, change orders), building and safety permit, bid process, award of contract, construction administration, facility handover, record drawings etc. of Department facilities; analyzes instructions, notes, sketches and marked prints relating to the preparation of architectural design contract documents of hydro- and steam-electric generating plants, water tanks and pumping stations, receiving, distributing, commercial, and industrial stations, office buildings, shops, and other facilities; secures related design drawings and data from section files; checks instructions and notes to determine adequate floor area and ADA clearances are provided for internal and/or external vehicular and pedestrian circulation, structural/mechanical/plumbing/electrical requirements, space utilization of rooms and bays to provide that is aesthetically pleasing, use of "green" architecture methodology; arrangement of buildings and landscaping of site is energy efficient, building details are harmoniously integrated, and other architectural aspects are adequately treated; coordinates the design documents of structural, electrical, plumbing/mechanical, civil, and landscaping engineers; architectural contract documents to comply with Federal, State, City and Department codes and standards in developing the architectural design of the facility; coordinates the data obtained from various resources, eliminating unnecessary or conflicting design / details and incorporating only relevant architectural requirements into the contract documents.

Prepares and directs drafting technicians in preparing architectural presentation drawings, preliminary sketches, floor and site plans, exterior and interior elevations, sections, details, schedules, demolition and landscaping plans and details, specifications, and requisition for materials and services, material orders and specification items for use in the design of Department structures; frequently confers with design architect and with electrical, mechanical, civil and structural drafting technicians and engineers in coordinating the architectural layout of a structure with the design needs in these other fields; prepares and directs preparation of charts, graphs, and diagrams. Reviews work done by drafting technicians assisting in the preparation of certain portions of an assignment to determine general compliance with instructions; makes occasional field trips to construction sites to observe conditions pertinent to particular assignment, resolve conflicts in contract documents and to coordinate site meetings with contractor.

07/2000